

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division.

3. Dept., Division, Subdivision & Administering Office Address MARTA Department of Transit Operations Division of Transportation: Training Branch 609 Virginia Avenue Atlanta, Georgia			FOR RECORDS MANAGEMENT DIVISION USE Date Received / - 7 Application No. Date Completed NOV - 5 1975 75-284 JAN 21 1976			
4. Person to Contact Mr. J. F. Bruce		5. Working Title Training Officer		6. Telephone No. 586-5373		
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series 1968-Present		9. Exact Series Title Terminated Students Personnel File				
10. What is the function of the office in which this record series is created? <div style="text-align: center; font-style: italic; font-size: 1.2em;">See attached</div>						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to: the training and certification of bus operators; these files are those employees who did not complete their training. Included are: Application of Employment, Employment Test, Voided Employee Passes, Retail Credit Reports, Change of Status Forms, Badge Forms, and Employee Photograph. File is arranged: Alphabetically, by name of student, by year.						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied Letter-size File Drawers		No. of Drawers 2	Cu. Ft. of Records 3	Annual Rate of Accumulation 1/2 1		
Legal-size File Drawers		1	1	Floor Space Occupied (Square Feet) <div style="text-align: center;">- -</div>		
AVERAGE DAILY REFERENCES		This Year's 1	Last Year's 0	Preceding Year's 0	All Prior Year's 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ [] Is this the Record Copy of the series?
14. ☐ [] ☒ Is there a duplication of this series in another office or agency?
15. ☐ [] ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☒ [] Does the series contain classified information requiring security handling?
17. ☐ [] ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ [] Could the function be performed if the files were lost or destroyed?
19. ☐ [] ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ [] ☒ Does the record series provide data as input to an EDP file?
21. ☐ [] ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ [] ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☐ [] ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Mr. J. F. Bruce

EEO Discrimination Litigation

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ Other

- ☐ Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) Upon termination of training place folder in inactive file. Cut inactive file at the end of each calendar year, hold in current files area 3 years, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved	Department Records Management Officer.	Date	Approved	Legal Counsel	Date
<i>[Signature]</i>			<i>Wayne [Signature]</i>		<i>11-6-75</i>
Approved	Division Head / Designee	Date	Approved	Division of Audit	Date
<i>[Signature]</i>		<i>11-4-75</i>	<i>William [Signature]</i>		<i>11-5-75</i>
Approved	Department Head / Designee	Date	Approved	MARTA Management Advisory Committee	Date
<i>[Signature]</i>		<i>11-4-75</i>	<i>Carroll Hart</i>		<i>1-21-76</i>
Approved	Records Management Analyst	Date	Approved	Department of Archives and History	Date
<i>Douglas [Signature]</i>		<i>10-30-75</i>	<i>[Signature]</i>		

DIVISION OF TRANSPORTATION

Functions and Responsibilities

The division provides bus transit services for the MARTA service area.

A security service is provided for on the Authority's buses. The division provides the security for the department's three garages, grounds and equipment and the Equitable Building. Pursuant to providing security this division maintains liaison with school officials, police departments and the courts.

The division handles citizen suggestions and complaints regarding transit operations. All fare box revenues are collected and transported by this division, also a 24-hour schedule information service is provided.

The division conducts training programs for operators, supervisors, dispatchers, and other employees. This division provides for the installation and monitoring of industrial and public safety procedures. A continuous program of safety training for operators is conducted. Accidents involving employees or vehicles of the Authority are investigated by this division with the assistance of the Division of Claims, to determine their cause, the existence of safety violations, and corrective and preventive action to be taken.

This division operates the Authority radio system. It also develops and maintains the divisional and personnel records.

Approved by:

Alan F. Kiepper
General Manager

Date:

12-18-70